

Custodial, Labor and Trades Branch  
Unskilled and Semi-Skilled Labor Group  
Labor Series

**AIRPORT MAINTENANCE LEAD WORKER**

06/93

*Summary*

Under general supervision, as assigned, lead and perform the same work of a small crew of semi-skilled workers engaged in a variety of landscape, masonry, pavement and other maintenance and repair on airport grounds, buildings and facilities.

*Typical Duties*

Assign, instruct, guide and train assigned personnel; check completed and in process work; notify supervisor of difficulties; enforce and comply with airport and Federal Aviation Administration (FAA) security and safe working practices and procedures.

Participate, schedule and direct the repair and maintenance of runways, taxiways, ramps and automobile parking lots and cross walks using asphaltic and concrete materials and construction and snow removal equipment such as sweepers back hoe, dump truck, front end loader, grader, bulldozer, snowplow, and paint striping machines;

Participate, schedule and direct groundskeeping and gardening. Plant, transplant, prune, and trim trees, lawns and shrubs using tractor, gang mowers, push mower, trimmers, and edgers and hand tools and treat common plant diseases. Remove trash, sand and other debris from airport area and grounds; install and maintain sprinkler systems.

Participate, schedule and direct the installation and repair of fences and construction of rock and brick walls, repair and maintain small airplane hangers including sheet metal and corrugated metal repair and replacement; repair airport building roofs. Perform minor carpentry and plumbing repair.

Contact airport tenants to coordinate airfield work. Use two way radios to communicate with FAA tower and subordinate personnel; write daily work orders; request parts and supplies to meet anticipated demand.

Assist with or perform delegated supervisory duties to maintain continuity of operations and perform miscellaneous maintenance trades work as required.

*Minimum Qualifications*

Training and Experience: Completion of the eighth grade and three years experience in grounds and building maintenance with at least one year of experience pavement repair including the operation of associated equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of grounds and building maintenance work; sprinkler systems installation and repair, lawn and yard care; pavement and runway repair; and good knowledge of airport safety and security precautions and procedures and traffic laws.

Ability to plan, schedule and direct the activities of a small crew of semi-skilled workers; establish and maintain effective working relationships with fellow employees, airport tenants, and FAA staff; write work orders and reports and order and account for supplies.

Skill in the use and care of groundskeeping, construction and building maintenance tools and equipment.

*Licenses and Certificates:* Class "B" CDL upon appointment.

*Physical Requirements:* Continuous standing and walking and frequent moving of heavy objects ranging from 50 to 100 pounds.

- *Special Requirement:* Work under adverse weather conditions.

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Director of Personnel

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Department Head

OFFICIAL